



## TOWN OF LOS GATOS

### PRIVATE SWIMMING POOL/SPA SUBMITTAL REQUIREMENTS

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Proposed pools or spas on lots in the Hillside Area as defined by the Hillside Development Standards and Guidelines, on sloping lots that require excessive grading, or that require the removal of trees may be subject to the Architecture and Site approval process. The Planning Division will determine the appropriate process which may include a public hearing before the Planning Commission. Pools or spas on excessive slopes are discouraged.

Grading and Site Improvement Plans are required on lots with an average slope of 10-percent or more. Grading plans must be submitted under a separate application package directly to the Engineering Division of the Public Works Department at 41 Miles Ave. Call (408) 399-5771 for submittal requirements and fees.

In order to process your request for a building permit, please submit the items listed below **and include this completed checklist in your submittal package.** Incomplete submittals will not be accepted. We do not accept submittals by mail or courier. A plan check fee will be required at submittal.

APPLICABLE CODES: The current codes, as amended and adopted by the Town of Los Gatos as of January 1, 2020, are the 2019 California Building Standards Code, California Code of Regulations Title 24, Parts 1-12 and locally modified Energy Reach Codes. Applicable code sections must be referenced on the cover sheet of the plans.

Please submit three (3) complete stapled (down the left side) sets of drawings 24"x36" minimum size and 30"x42" maximum size, two sets of which must be wet stamped and signed by the design professional. **All plan sheets must be the same size.** They must include:

- If you went through the Architecture & Site process, **the Approval Letter and Conditions of Approval must be permanently copied onto the cover sheet of the plans.**
- **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- Blueprint for A Clean Bay sheet must be the second page, available at the Building Counter for a \$3 fee, at San Jose Blueprint, or on our website at [www.losgatosca.gov/building](http://www.losgatosca.gov/building).
- Topographic map for lots with average slopes over 10-percent and properties within the Hillside Area as defined by the Hillside Development Standards and Guidelines
- Geotechnical report for lots with average slopes of 20-percent or more.
- Fully dimensioned site plan, including distances to property lines of all buildings and structures
- Show all existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers)

**(OVER)**

- Show existing trees, including diameter, location, species, existing grade at base and driplines
- Provide a tree protection plan per  
[www.losgatosca.gov/documentcenter/view/15273](http://www.losgatosca.gov/documentcenter/view/15273)
- Provide a construction management plan per  
[www.losgatosca.gov/documentcenter/view/17600](http://www.losgatosca.gov/documentcenter/view/17600)
- Show location of pool and pool equipment per Town of Los Gatos Code, Section 29.10.09020
- Show location of septic tank and leach line area, if no public sewer system
- Show location of all easements (sewer, water, power, drainage, etc.)
- Show location of overhead electrical drops, including vertical clearance to pool
- Show location of existing and/or proposed retaining walls and fences, including height, material (wood, chain link, wrought iron, etc.) including ornamental pattern of open-web or picket-type fence
- Show gas pipe location, material, size, and point of connection to existing gas service
- Structural calculations for pool construction and for retaining walls. Provide two (2) wet signed & stamped sets.
- The Los Gatos Town Code, Section 29.10.09020, also requires the premises with a swimming pool to be enclosed with a fence. Please note this requirement is separate from, and in addition to the requirements of the California Swimming Pool Safety Act.
- The pool must be provided with pool barriers in conformance with the California Swimming Pool Safety Act, Section 3109.2 of the California Building Code and Appendix V of the 2019 California Residential Code.
- Santa Clara Valley Water District permit required if doing construction within 50ft of a natural water course. Contact them at (408) 265-2600 x2253.

**Notes:**

- Permits can only be issued to a property owner (not a tenant) or a properly licensed contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees.

***I have read the above information and have submitted all the required information.***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_